

# **TOWN OF EAST WINDSOR**

## **JOB DESCRIPTION**

**DEPARTMENT:** ASSESSMENT

**TITLE:** ASSISTANT ASSESSOR  
(Full time position appointed by the Board of Selectmen)

### **POSITION GOAL:**

- Assist the Assessor in planning, organizing, and administering the activities and the statutory responsibilities of the Assessment office.
- Assume responsibility of the day-to-day operations of the Assessor's office in the absence of the Assessor.

### **PRIMARY DUTIES:**

- Plan and organize work of office in accordance with budget-making schedule, and statutory deadlines.
- Value all property (personal, motor vehicle & real) to establish the Grand List.
- Oversee the activities of the office through subordinates in the functional areas of classification and recording of property.
- Conduct inspections of existing properties, improved properties, and properties under construction to determine value of properties.
- Accomplish field work related to real estate, personal property and motor vehicle assessments.
- Maintain and update information concerning land, motor vehicles and personal property.
- Oversee maintenance of records and lists including the updating/revision of records and aerial maps as required by property transfers, subdivisions and land splits.
- Oversee the maintenance of strict confidentiality relating to restricted files and records.
- Coordinate the periodic Revaluation of all taxable property.
- Organize and conduct special studies to assure continuing equity of assessments.
- Review and record authorized tax exemptions.
- Prorate assessments to new properties under construction.
- Provide technical assistance and information to other Town departments, attorneys, appraisers and members of the public including, but not limited to, statistical and narrative reports.
- Coordinates assessment appeals.
- Oversee clerical administrative staff.
- Administer approved budget.
- Oversee automated processing of assessment notices.

# **TOWN OF EAST WINDSOR**

## **JOB DESCRIPTION**

### **SUPERVISED BY:**

- Assessor

### **QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with an Associates Degree in Business and/or Accounting and at least three years of municipal assessment experience; or
- A minimum of five years of municipal experience (including computer-assisted mass appraisal work) and working knowledge of the principles and practices of real and personal property appraisal work.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Considerable knowledge of State Statutes in interpreting deeds, property subdivision, elderly and veteran's tax exemptions and assessment-related flaws to offer property interpretations to the general public, title searchers, attorneys and appraisers. Knowledge of property taxation laws and issues.
- Ability to interpret real estate listing cards, personal property declarations, and motor vehicle forms.
- Ability to compute assessment pro-rations for real estate, motor vehicle and personal property accounts.
- Ability to operate computer software related to computer assisted mass appraisal to real estate, listings and depreciation of personal property, maintenance of data files and valuation of motor vehicles.
- Skilled in the ability to use a personal computer for work processing and spreadsheet operations as well as other office equipment.
- Ability to deal tactfully, courteously and harmoniously with the public, professionals and other employees.

### **LICENSE AND CERTIFICATION:**

- Must obtain Certified Connecticut Municipal Assessor I (CCMA I) certification within 12 months from date of hire.
- Must have a Connecticut Motor Vehicles Operator's License.

This is a Grade 5 UPSEU Local 424 - Unit 91 union position.